



CLMA – Client Maintenance

This screen is used for updating a client's basic identifying information. CLMA is accessed by inquiring on the person on CLIM, entering Y in the SAVE CLIENT FOR MAINTENANCE field on CLPR, then selecting CLMA on the CLIM menu.

CLMA		CLIENT MAINTENANCE		12/01/06 15:51:45	
				KIM C	
SURNAME: CROSBY GIVEN NAME (OR INITIAL): BING SSN: 511121234 BIRTHDATE (MMDDYYYY): 04041922 DEATHDATE (MMDDYYYY): 00000000 SEX: M				MIDDLE INITIAL:  SAVE ALIAS?  CHIMES ID: SEARCHES ID: 409999 CAPS ID:	
INTENTIONAL PROGRAM VIOLATOR INFORMATION					
VIOLATION NUMBER : OFFENSE TYPE CODE : ORIGINATING STATE : DECISION DATE (MMDDYYYY): START MONTH (MMDDYYYY): IPV END MONTH (MMDDYYYY): PENALTY LENGTH:					

Solid arrow = Mandatory field. Open arrow = Optional Field.

Mandatory Fields ([F1] indicates Online Help is available.)

SAVE ALIAS?

This field is required when changing a person's name, birth date or SSN.

- Y is entered here to retain a record containing the information that was initially displayed on CLMA, after Enter is pressed and the new information is stored.
- When N is entered, TEAMS will perform checks to ensure that an alias is not necessary per policy. If an alias is necessary, TEAMS will store one.

Optional Fields (Adding text or updating existing text)

SURNAME

The person's surname (last name) is displayed here, and may be updated.

GIVEN NAME (OR INITIAL)

The person's given name (first name) or initial is displayed here, and may be updated.

MIDDLE INITIAL

The person's middle initial is displayed here, and may be updated

SSN

The Social Security Number can be entered here, if it is not displayed. The SSN can also be updated here.

BIRTHDATE

The participant's date of birth is displayed, and may be updated here.

DEATHDATE

The participant's date of death is displayed, and may be updated here.

SEX

The sex of each person is displayed and may be updated here.

Display Fields**CHIMES ID**

This field will be populated via the interface with CHIMES, when appropriate. In addition, it can be updated by Central Office.

SEARCHS ID

This field will be populated via the interface with SEARCHS, when appropriate. In addition, it can be updated by Central Office.

CAPS ID

This field will be populated via the interface with CAPS, when appropriate. In addition, it can be updated by Central Office.

INTENTIONAL PROGRAM VIOLATOR INFORMATION

This section of the screen is used by Claims and Recoveries and Central Office.

Navigation Fields and Fkeys

F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.